

**REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD323**

**Title: Search agency for specialist security & operations roles (Resources)**

**Executive Summary:**

Following a mini-restructure of the security night team and recent resignations there are currently six vacancies within the Facilities Management Security team requiring specialist security experience and qualifications. It is therefore proposed that a search for an agency specialising in security roles is procured to work with the GLA to recruit to these vacancies. If further posts do arise there will be additional costs which will be on a fixed fee basis for each additional post.

This decision follows on from ADD127, which expired in August 2014 and was raised by the Human Resources team.

**Decision:**

That the Head of Facilities Management approves expenditure up to a total of £24,000 for two years (up until May 2017) to procure a specialist search agency to assist with the recruitment process for the security and operations posts.

**AUTHORISING ASSISTANT DIRECTOR/HEAD OF UNIT:**

I have reviewed the request and am satisfied it is correct and consistent with the Mayor's plans and priorities.

It has my approval.

**Name:** Simon Grinter

**Position:** Head of Facilities Management

**Signature:**

**Date:**

## **PART I - NON-CONFIDENTIAL FACTS AND ADVICE**

### **Decision required – supporting report**

#### **1. Introduction and background**

1.1 Following a mini-restructure of the security night team and recent resignations and upon competition of the internal recruitment processes the FM unit requiring an external recruitment agency to provide fully licensed security officers.

1.2 The use of a specialised third party search agency would be to provide dedicated resource with specific knowledge of the security guarding market place, that is not available in house

Specifically, the Authority would seek specialist advice and resources to:

- Draft and place an advert to attract a diverse pool of candidates to apply
- Conduct an initial screening process
- Check qualifications/references
- Provide short-list recommendations
- Design and administer initial assessment exercises, and
- Complete security vetting as part of the on-boarding process.
- Obtain references for the successful candidates

1.3 The estimated value of the contract is £24,000. In line with the GLA contracts code, three organisations will be invited to submit competitive quotations and proposals for the provision of the service.

1.4 The proposals will be evaluated against the following criteria:

- **Value for money** – 40% - prices quoted need to be competitive but realistic for the tasks to be undertaken.
- **Quality**, 60% - comprising:
  - i) Proposed methodology to sourcing and vetting of suitable candidates. Emphasis on quality control, assessment of technical capability and focus on what you will do to fill the vacant posts.
  - ii) Relevant experience and expertise – evidence in support of Supplier's experience and track record in successful delivery of similar projects
  - iii) Suppliers experience of addressing equality requirements in recruitment services and approach proposed for sourcing suitably diverse pool of applicants for this role.

1.5 The Facilities Management unit are looking to award the contract and commence the recruitment exercise in June 2015. The recruitment activity will take place between June and August 2015. If further opportunities arise within the team over the course of the next 10-months, the FM team propose to work with the selected search agency to fill those vacancies.

#### **2. Objectives and expected outcomes**

2.1 The objective is to appoint suitably qualified candidates to the Security & Operations team within the Facilities Management Unit.

- 2.2 The chosen search agency, will work with the GLA HR&OD team and the Facilities Management Unit to ensure an appropriate process is undertaken to attract a diverse candidate pool to apply for this post.

### **3. Other considerations**

- 3.1 The main risks associated with awarding the contract and the actions to remove or reduce the risk are outlined below;

Risks;

- a. The selected agency fail to attract suitable candidates to apply
- b. No appointments are made
- c. The appointment process takes too long.

To mitigate the above risks a number of meetings will be arranged for representatives from the chosen search agency to meet with the key stakeholders, including senior managers from the Facilities Management unit and the Resourcing Manager. The meetings will be used to discuss requirements for the role and the process for advertising and vetting. A timetable will be agreed at the first meeting. Regular update meetings will be scheduled and the agency will have a main point of contact at the GLA, who will be available to quickly resolve any issues or answer questions as they arise.

- 3.2 Impact assessments and consultations  
Consultation was not deemed appropriate or necessary in the circumstances.

### **4. Financial comments**

- 4.1 Approval is being sought to procure a specialist search agency to assist with the recruitment process for vacant specialist security posts in the Facilities Management Unit.
- 4.2 The total estimated costs of the contract are up to a maximum of £24,000 and will be funded from the existing 2014/15 and 2015/16 Training budget, held within the Facilities Management Unit.
- 4.3 All appropriate budget adjustments will be made.
- 4.4 Any changes to this proposal, including budgetary implications will be subject to further approval via the Authority's decision-making process.
- 4.5 Payments are per the number of posts being recruited each year

### **5. Planned delivery approach and next steps**

- 5.1 The following activity and timeline will be followed:

Activity	Timeline
Invitation to quote documentation to be sent to 3 providers	w/c 22 <sup>nd</sup> June
Deadline for providers to submit proposals	29 <sup>th</sup> June
Successful provider identified and contracts signed	w/c 3 <sup>rd</sup> July
Briefing meeting takes place to agree a detailed project plan with clear timelines and accountabilities	w/c 8 <sup>th</sup> July
Create a recruitment pack and online advertising campaign (including application form) Selected agency to provide in liaison with Facilities management & HR&OD.	w/c 13 <sup>th</sup> July
Publish the advert and advertise the role on GLA websites and other relevant jobsites, directing interested applicants to selected agencies website/contact details for further information. (HR&OD will publish advert to <a href="http://www.London.gov.uk">www.London.gov.uk</a> ).	w/c 13 <sup>th</sup> July
Application period	13 <sup>th</sup> July to 24 <sup>th</sup> July
Closing date for applications	24 <sup>th</sup> July
Search agency complete initial assessment of applications & carry out preliminary checks	24 <sup>th</sup> July
Search agency to send long-listing pack to GLA FM unit	28 <sup>th</sup> July
Search agency to conduct preliminary interviews/assessments (if required)	w/c 31 <sup>st</sup> July
Final interviews with GLA	w/c 3 <sup>rd</sup> August
Offers to successful candidates	w/c 7 <sup>th</sup> August
Pre-employment checks and contract paperwork completed	10 <sup>th</sup> to 14 <sup>th</sup> August
Candidates start in post	August 2015

**Public access to information**

Information in this form (Part 1) is subject to the Freedom of Information Act 2000 (FOI Act) and will be made available on the GLA website within one working day of approval.

If immediate publication risks compromising the implementation of the decision (for example, to complete a procurement process), it can be deferred until a specific date. Deferral periods should be kept to the shortest length strictly necessary.

**Note:** This form (Part 1) will either be published within one working day after approval or on the defer date.

**Part 1 Deferral:****Is the publication of Part 1 of this approval to be deferred? YES**

If YES, for what reason: Until the procurement process is completed

Until what date: Until 26 June 2015

**Part 2 Confidentiality:** Only the facts or advice considered to be exempt from disclosure under the FOI Act should be in the separate Part 2 form, together with the legal rationale for non-publication.

**Is there a part 2 form – NO**

**ORIGINATING OFFICER DECLARATION:**

Drafting officer  
to confirm the  
following (✓)

**Drafting officer:**

Alex McDonald has drafted this report in accordance with GLA procedures and confirms that the Finance and Legal teams have commented on this proposal as required, and this decision reflects their comments.

✓

**HEAD OF GOVERNANCE AND RESILIENCE:**

I confirm that financial and legal implications have been appropriately considered in the preparation of this report.

**Signature:**

**Date:**